
Your Committee's Staff ... Who Are They?

Committee Clerk

Background

- Clerks are "session" employees of the Legislature;
- Clerks are hired jointly by the Chairs of a Committee but serve at the pleasure of the presiding officers;
- Clerks are represented by the Maine State Employees Association, are members of the Administrative Unit of Legislative Employees and are covered by a collective bargaining agreement; and
- Clerks typically have a wide range of backgrounds and work experience.

Responsibilities

Clerks perform secretarial and administrative duties, including:

- Answering the phone in the Committee room;
- Completing a "daily work report" for the Committee;
- Distributing testimony and other written materials during public hearings and work sessions;
- Recording votes in the Committee;
- Maintaining bill files, including bill files for individual Committee members and the Committee's "Master File";
- Picking up Committee amendments and delivering amendments to the House or Senate; and
- Assisting the Committee during confirmation hearings.

Supervision

Clerks are supervised by:

**Teen Ellen Griffin, Manager
Legislative Information Office
State House, Room 121
287-1692**

Legislative Analyst

Background

- Analysts are full-time, non-partisan employees of the Legislative Council;
- Analysts are hired by and serve at the pleasure of the Legislative Council; and
- Analysts have either a degree in law or an advanced degree in public policy or another area.

Responsibilities

Analysts are assigned to specific committees by the office director and they provide legal, policy and fiscal analysis, including:

- Research and analysis of legal, policy and fiscal issues related to bills and amendments;
- Drafting all of the Committee's bills and amendments;
- Preparing Governmental Evaluation analyses and reports;
- Assisting the committee in review of major substantive agency rules;
- Working with Chairs to schedule Committee hearings and work sessions; and
- Assisting the chairs in committee organization and scheduling matters.

Supervision

Non-partisan Committee Analysts are supervised by:

**Patrick T. Norton, Director
Office of Policy and Legal Analysis
Legislative Offices
2nd Floor, Cross Office Building
287-1670**

or

**Grant T. Pennoyer, Director
Office of Fiscal and Program Review
State House, Room 226
287-1635**